

HASCOMBE PARISH COUNCIL

MEETING MINUTES of Hascombe Parish Council Meeting held on **Monday 23 May 2016** in Hascombe Village Hall, Mare Lane, Hascombe at 7.00pm.

Attendees: Mr C Orange – Chairman
Mr P Lye – Vice Chairman
Mr T Dwyer – Member
Mr K Kingham - Member
Mrs S Sullivan – Member
Mrs B Weddell – Clerk

Apologies: Apologies had been received from Waverley Borough Councillors Richard Seabourne and Maurice Byham.

16/033 Election of Chairman

Proposed by Mr Kingham, seconded by Mr Lye and unanimously agreed, Mr Charles Orange was elected Chairman for the ensuing year. Mr Orange signed the declaration of acceptance of office and took the chair.

ACTION

16/034 Election of Vice Chairman

Proposed by Mr Orange, seconded by Mr Dwyer and unanimously agreed, Mr Lye was elected Vice Chairman for the ensuing year.

16/035 Declarations of Interest

There were no declarations of interest pertaining to agenda items.

16/036 Minutes

The minutes of the meeting of the Parish Council held on 21st March, as circulated, were approved and signed by the Chairman as a correct record.

16/037 Chairman's Report

The Chairman reported that he had written to Toby Anstruther thanking him for attending the Annual Assembly. Mr Anstruther had responded and a meeting would be arranged to discuss a number of matters, including the car park. Mr Anstruther had advised that the Estate is working with the local British Trust for Ornithology to start monitoring birdlife on the Estate. In the context of their High Level Stewardship Scheme farming and the forthcoming move (in 5 years' time) to organic it would be interesting to see what effect (if any) this has on wildlife.

16/038 Clerk's Report

The Clerk had finalised the registration with NEST Pension Scheme. It was agreed that the contributions would be paid via Direct Debit and the Chairman and Vice Chairman signed the Direct Debit Mandate.

16/039

Composition of Committees and Areas of Responsibility

The following individual areas of responsibility were agreed:

Neighbourhood Plan Steering Group	C Orange, S Sullivan, P Lye, K Kingham
Hascombe Pond	P Lye
Highways, Bridleways, footpaths	T Dwyer
Cranleigh & Eastern Villages Task Group	T Dwyer
Planning	C Orange, T Dwyer, S Sullivan
Neighbourhood Watch/Speedwatch	K Kingham
Communications	T Dwyer/Clerk
Emergency Planning	K Kingham
Surrey Local Committee Representative	P Lye
Surrey ALC Representative	P Lye
Village Hall Committee Representative	K Kingham
Friends of Hascombe Representative	P Lye
Defibrillator	K Kingham
Laptop	P Lye

ACTION

16/040

Adoption of the Accounts and Balance Sheet for the year ending 31.3.16

- The parish council approved the Annual Governance Statement, which was then signed by the Chairman and the Clerk.
- The parish council approved the Accounting Statements 2015/16 and gave approval for the Chairman and the Clerk to sign the Annual Return.

Peter Frost had carried out the internal audit and agreed the figures. He had raised no issues of concern.

16/041

Henry Smith's Charity Accounts

The Chairman signed the approved Statement of Accounts for the year ended 30.12.15, which is appended to these minutes.

16/041

Confirmation of Asset Register and Insurance quote for the ensuing year.

The Asset Register, as circulated, was confirmed. Mr Kingham to be added to the register as custodian of the AED. Renewal of the insurance policy for the ensuing year was confirmed with Hiscox, through Came and Company.

16/042

Queen's 90th Birthday Celebrations

The Friends of Hascombe had requested a financial contribution for the tea marquee being run by the Friends at the joint village event in Dunsfold. The parish council decided that as it would be a fundraising activity, it wouldn't be appropriate for the parish council to make a financial contribution. The possibility of funding a VIP tea for residents of 90 years old and over was discussed, however, it wasn't thought there were any residents in Hascombe who would qualify.

16/043

Highways, Bridlepaths & Footpaths

Clerk

T Dwyer

The Clerk advised that she had received the services report from Surrey CC in relation to the verges in Mare Lane and that she would now seek quotes for installing 'grasscrete' in two phases.

Mr Dwyer reported that a truck had gouged out some of the verge in Mill Lane. Mr Dwyer had been speaking to Waverley about this and would chase up via Cllr Byham.

16/044 Crime, Neighbourhood Watch and Speedwatch

There was nothing to report.

16/045 Communications

There was nothing to report.

16/046 Neighbourhood Plan Update

There was nothing to report.

16/047 Hascombe Hill Car Park

It had been agreed that the parish council would be willing to take on maintenance of the car park and install signage but would not want to sign a permissive path agreement with only 3 months' notice period and would like to agree a longer notice period with Toby Anstruther. With notice, it was agreed it would be acceptable for the car park to be closed for the occasional day for shooting. The parish council would continue to liaise with Toby Anstruther.

16/048 Investment of Funds

There was nothing to report.

16/049 Accounts for Payment

Payments were approved. The attached Order for Payments was signed by the Chairman, one Councillor and the Clerk.

16/050 Planning

a) Local Plan Update. There was nothing to report. Parish Councils would receive an update from Waverley at the Towns and Parishes meeting on 31/5.

b) Issues relating to Dunsfold Park. The parish council's objection letter would be submitted by 6th June

c) To receive list of Planning Applications for information of recent decisions made by WBC.

WA/2016/0586 Replacement stables. Old Rectory
permission

Full

WA/2016/0358 Two storey rear extension. The Coach House, Mare Lane
Full permission

WA/2016/0191 Two storey rear extension. Bumble Bee Cottage, Mare Lane **Full permission**

CA/2016/0021 Reduction to a line of beech trees. Lower House, Church Road. **No further action**

- d) To consider all new Planning Applications
There were no new applications to be considered.

16/051 Correspondence

Waverley had written concerning the Towns and Parish Meeting on 31.5. The Clerk and Mrs Sullivan would attend.

Waverley had written inviting the parish council to submit environmental projects that would qualify for potential PIC funding. It was agreed that the grasscrete surfacing of the verges in Mare Lane, resurfacing the footpath between the fountain and the centre of the village and new wooden posts around the pond, would be submitted to Waverley for consideration. The Clerk would seek quotes for the resurfacing work and Mr Lye would seek quotes for the wooden posts.

16/052 Next meeting

Monday 11th July, 7.00pm, Hascombe Village Hall.

There being no further business, the Chairman closed the meeting at 20:50.

Hascombe Parish Council

Schedule of receipts and order for payments for May 2016

To be approved under Agenda item 14 at the Parish Council meeting on 23.5.16

RECEIPTS

Payer:	Detail:	Amount:
Waverley BC	Precept	£ 7677.00
Chiddingfold PC	Contribution re Vision #1	£ 2239.60
Loxwood PC	Contribution re Vision #2	£ 119.80
	Total	£10036.40

PAYMENTS

Payee:	Detail:	Amount:
B Weddell	May pay (total inc. tax and pension)	£ 232.09
B Weddell	June pay (total inc. tax and pension)	£ 232.09

Came & Company	Insurance renewal	£ 329.24
Vision Transport Planning	MM Report	£3600.00
Peter J Consultants	Internal Audit	£ 128.62
		£
	Total	£4522.04

EXPENDITURE TO BE RATIFIED – paid since last Parish Council Meeting:

Payee:	Detail:	Amount:
Dark Group Ltd	Webhosting and domain renewal	£ 72.00
	Total	£ 72.00

Total receipts £10036.40

Total expenditure £4594.04

Signed by Chairman: Date:

Signed by Councillor: Date:

Signed by Clerk/RFO: Date:

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

Hascombe

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			✓

This annual governance statement is approved by this smaller authority and recorded as minute reference:

16/040 A
dated 23/5/2016

Signed by:

Chair

dated

Signed by:

Clerk

dated

AD
[Signature]
23.5.2016
[Signature]
23/5/2016

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Enter name of
smaller authority here:

NASCOMBE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	13117	16783	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	6887	7122	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3534	4449	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	2600	2704	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	4155	13388	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	16783	12262	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6) 12262
8. Total value of cash and short term investments	16783	12262	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	11457	11457	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

[Signature]

Date 23/05/2016

I confirm that these accounting statements were approved by this smaller authority on this date:

23/05/2016

and recorded as minute reference:

16/040 B

Signed by Chair of the meeting approving these accounting statements.

[Signature]

Date 23/05/2016

Annual internal audit report 2015/16 to

Enter name of
smaller authority here:

HASCOMBE PARISH Council

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

SEE REPORT

Name of person who carried out the internal audit

PRINT NAME PETER FROST

Signature of person who carried out the internal audit

SIGNATURE [Redacted]

Date DD/MM/YYYY 15/04/2016

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Parish of Hascombe in the County of Surrey

Henry Smith's Charity

Statement of Account for the year ending 31 December 2015

Credit

Balance in Hand as at the
1 January 2015 £ 579.74

Amount of 2015 Grant £2000.00
22 Beneficiaries

Amount available for
distribution **£2579.74**

Debit

22 Beneficiaries received £100
each £2200.00

Balance in Hand as at
31 December 2015 **£ 379.74**

Trustees of Hascombe Smith's Charity

Mrs S Crowther
Mr E Dwyer
Mr C Orange
Revd Dr S White

I HEREBY CERTIFY that the
Accounts of Hascombe Smith's Charity of
which this is a true copy were presented to
the Annual Assembly held on 25 April
2016 and the Annual Meeting of the Parish
Council held on 23 May 2016 and were
duly approved

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**Chairman of the Annual Parish
Council Meeting**

